

**M e m o r a n d u m**

Date: October 13, 2009

To: Dignitary Protection Section – North  
Attention: Captain R. J. Okashima

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on August 17, 2009 – August 19, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 244 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  4 percent error rate provided a total sample size of 69 items. Each OPI inventory list was stratified [(b) x 69 = (c)] and the results rounded to the nearest whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	70	28.69	19.80	20
<b>Telecommunications</b>	121	49.59	34.22	34
<b>Fleet</b>	15	6.15	4.24	4
<b>Weapons</b>	38	15.57	10.75	11
<b>Total</b>	244			69

*Safety, Service, and Security*

Dignitary Protection Section - North

Page 2

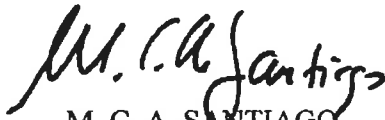
October 13, 2009

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, fifty-three of the sixty-nine items were located. Eleven items were unavailable due to employees being out of the office and five items were transferred to other commands. Furthermore, two of the sixty-nine items require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, thirty-four of the thirty-five items reconciled. One item was not listed on the appropriate OPI inventory list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by January 8, 2010.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Protective Services Division  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Dignitary Protection Section - North / 023  
August 17 - 19, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
CAMERA	99485				X		Item transferred, CHP 266 attached.
CAMERA SPOT METER	99495				X		Item transferred, CHP 266 attached.
Cellular Telephone	R100211					X	Employee "off" will return 8/24/09.
Cellular Telephone	R100690				X		Item transferred, CHP 266 attached.
Mobile Radio	R43721			X			Replacment property tag requested.
Motorcycle Radio	R53429				X		Item transferred, CHP 57 attached.
Mobile Radio	R58474					X	Employee located off-site.
Hand-Held Radio	R61567			X			Item was located as a spare. Request removal of notes "11288-Ret" from database.
Hand-Held Radio	R65137					X	Employee "off" will return 8/24/09.
Hand-Held Radio	R78377					X	Employee "off" will return 8/24/09.
Battery Charger - Radio	R87471					X	Employee "off" will return 8/24/09.
Battery Charger - Radio	R87579					X	Employee "off" will return 8/24/09.

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Dignitary Protection Section - North / 023  
August 17 - 19, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Hand-Held Radio	R90403					X	Employee "off" will return 8/24/09.
Control Head - Mobile	R90696				X		Item transferred, CHP 57 attached.
Cellular Telephone	R99875					X	Employee "off" will return 8/24/09.
Mobile Radio	R86846		X				Item located in vehicle [REDACTED] Item was listed as Fleet Operations Section.
Weapon	[REDACTED]					X	Employee "off" will return 8/24/09.
Weapon	[REDACTED]					X	Employee "off" will return 8/24/09.
Weapon	[REDACTED]					X	Employee "off" will return 8/24/09.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Dignitary Protection Section - North / 023**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	106188	SHREDDER PAPER	1921122	X				
2	119842	DIGITAL VIDEO CAMCORDER	BOSA10076	X				
3	128082	LAPTOP	78ZZV15	X				
4	130458	LAPTOP	0030237740	X				
5	134013	PROJECTOR	TW32700031	X				
6	146503	RECORDER, DIGITAL VOICE	100267971	X				
7	146504	RECORDER, DIGITAL VOICE	100267982	X				
8	146506	RECORDER, DIGITAL VOICE	100267993	X				
9	146507	RECORDER, DIGITAL VOICE	100268251	X				
10	154140	COMPUTER	MXL7330FFQ	X				
11	163825	GLOBAL POSITIONING SYSTEM		X				
12	165094	COMPUTER	MXL8340KS6	X				
13	165095	COMPUTER	MXL8340KNY	X				
14	165102	COMPUTER	MXL8340KRZ	X				
15	165115	COMPUTER	MXL8340KH3	X				
16	165117	COMPUTER	MXL8340KMB	X				
17	165596	COMPUTER	MXL83907GK	X				
18	97214	RECORDER TAPE (SIU)		X				
19	99485	CAMERA	1743600				X	Item transferred, CHP 266 attached.
20	99495	CAMERA SPOT METER	25249				X	Item transferred, CHP 266 attached.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Dignitary Protection Section - North / 023**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	102202	PRINTER LASERJET 5N	JPHK004680	X				
2	109337	PRINTER	USEA010322	X				
3	109338	PRINTER	USEB054168	X				
4	115519	SCANNER	SG8CC160ZJ	X				
5	116334	VCR	114E4432	X				
6	132884	PRINTER COLOR	JPGAD11530	X				
7	133688	FAX MACHINE	U61034K4J362198	X				
8	154127	COMPUTER	MXL7330FH3	X				
9	154136	COMPUTER	MXL7330FL9	X				
10	157679	COMPUTER	2UA8060CNL	X				
11	163823	GLOBAL POSITIONING SYSTEM		X				
12	165093	COMPUTER	MXL8340KQM	X				

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Dignitary Protection Section - North / 023**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	R100211	Cellular Telephone		A00000074BA4D4		X				Employee "off" will return 8/24/09.
2	R100226	Cellular Telephone		A00000074BA4A7	X					
3	R100690	Cellular Telephone		300214011301560				X		Item transferred, CHP 266 attached.
4	R42100	Mobile Radio		9540377	X					
5	R42783	Mobile Radio		9540967	X					
6	R43721	Mobile Radio			X				X	Replacement property tag requested.
7	R53429	Motorcycle Radio		9543048				X		Item transferred, CHP 57 attached.
8	R58474	Mobile Radio		9934828		X				Employee located off-site.
9	R60484	Battery Charger - Radio			X					
10	R61567	Hand-Held Radio	11288-Ret	402AWUF145	X				X	Item was located as a spare. Request removal of notes "11288-Ret" from database.
11	R63949	Hand-Held Radio	9715	402AWY1401	X					
12	R64673	Hand-Held Radio	15937	402AWY7522	X					
13	R65137	Hand-Held Radio	15308	402AWYB134		X				Employee "off" will return 8/24/09.
14	R65683	Hand-Held Radio	13231	402AWY7871	X					
15	R66861	Hand-Held Radio	10406	402AXA3595	X					
16	R69949	Hand-Held Radio		355AXE0456	X					
17	R70951	Battery Charger - Radio			X					
18	R71287	Battery Charger - Radio			X					
19	R71483	Battery Charger - Radio			X					
20	R78272	Hand-Held Radio		355AYU4084	X					
21	R78377	Hand-Held Radio		355AYU3958		X				Employee "off" will return 8/24/09.
22	R78735	Control Head - Mobile			X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Dignitary Protection Section - North / 023**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
23	R87467	Battery Charger - Radio		Single		X					
24	R87471	Battery Charger - Radio		Single			X				Employee "off" will return 8/24/09.
25	R87575	Battery Charger - Radio				X					
26	R87579	Battery Charger - Radio					X				Employee "off" will return 8/24/09.
27	R88010	Mobile Radio			412CDG0710	X					
28	R88016	Mobile Radio			412CDG0665	X					
29	R88068	Mobile Radio			412CDG0759	X					
30	R90403	Hand-Held Radio	13776		355CEC1010		X				Employee "off" will return 8/24/09.
31	R90696	Control Head - Mobile							X		Item transferred, CHP 57 attached.
32	R95783	Mobile Radio			412CFM0623	X					
33	R98053	Control Head - Mobile				X					
34	R99875	Cellular Telephone					X				Employee "off" will return 8/24/09.
<b>EQUIPMENT TO INVENTORY LIST</b>											
1	R41217	Mobile Radio			9540419	X					
2	R42686	Mobile Radio			9541530	X					
3	R58197	Mobile Radio			9935057	X					
4	R62649	Hand-Held Radio	10931		402AWW5975	X					
5	R63796	Hand-Held Radio	14791		402AWY0821	X					
6	R67947	Hand-Held Radio			355AXA0108	X					
7	R69837	Hand-Held Radio			355AXE1072X	X					
8	R71818	Battery Charger - Radio				X					
9	R72562	Hand-Held Radio			355AXE0791	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Dignitary Protection Section - North / 023**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
10	R76641	Control Head - Mobile				X					
11	R78071	Hand-Held Radio			355AYU3905	X					
12	R78372	Hand-Held Radio			355AYU4694	X					
13	R87472	Battery Charger - Radio		Single		X					
14	R87475	Battery Charger - Radio		Single		X					
15	R90671	Control Head - Mobile				X					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>											
16	R86846	Mobile Radio						X			Item located in vehicle [REDACTED] Item was listed as Fleet Operations Section.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

ACTIVE EQUIPMENT INVENTORY BY LOCATION  
(PAR:EQUIP INVENT' BY LOC)  
07/09/2009

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
Y						
Y						
Y						
Y						

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT E

[REDACTED]

Issued to officer

[illegible]

Issued to officer:

\_\_\_\_\_



\_\_\_\_\_

Issued to officer

	<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
N						Employee "OFF" will RETURN 8/24/69
Y						

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION



Department of California Highway Patrol  
Complete Area Inventory  
023 - Dignitary Protection Section - North

July 8, 2009

[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
Y [REDACTED]		

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

[REDACTED]		
<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		

[REDACTED]		
[REDACTED] Issued to Area/Division		
<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED] Y		
[REDACTED]		
[REDACTED]		
Y [REDACTED]		
[REDACTED]		
Y [REDACTED]		

Issued to Area/Division:

Area Issued Weapons Total:

Department of California Highway Patrol  
Complete Area Inventory  
023 - Dignitary Protection Section - North

---

July 8, 2009

**Area Grand Total:**





023-01

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**CREDIT MEMO - EQUIPMENT**  
CHP 286 (Rev. 10-07) OPI 076

☒ Return ☐ Repair ☐ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME) Dignitary Protection Section	LOCATION CODE 023	PREPARED BY S. Johnson	DATE 05-29-2009
TO: (COMMAND NAME) Supply Services Section	LOCATION CODE 076W	NUMBER BOXES/PIECES IN THIS SHIPMENT	
SHIPPED VIA <input checked="" type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER'S SIGNATURE	

**EQUIPMENT**  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER (Incl. X, AF, SF, R #s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK SURVEY
✓ 103441		1	SONY PORTABLE DICTATOR		
✓ 126690		1	SONY PORTABLE DICTATOR		
✓ 105439		1	SONY PORTABLE DICTATOR		
✓ 97211		1	RADIO SHACK CASSETTE RECORDER		
✓ 105300		1	OLYMPUS STYLUS 35 MM CAMERA		
✓ 99485		1	OLYMPUS TRIP S 35 MM CAMERA		
✓ 108186		1	SONY PORTABLE DICTATOR		
✓ 97213		2PC	POLAROID SPECTRA AF CAMERA		
✓ 97219		1	CANON AE-1 35MM CAMERA/LENSES/ FLASH - P-97219		
✓ 99489		1	NIKON FE2 35MM CAMERA		
✓ 99495		1	PENTAX SPOTMETER		

*Red VOGS*  
*Ref already been sent to DGS with tag # 97213. It needs to be on tag # 99491. Items have been sent to DGS.*  
*Ref of 023 Inventory*



RECEIVED BY (SIGNATURE) <i>[Signature]</i>	PRINTED NAME Robert Casprath	DATE 04/01/09	ATTORNEY
---	---------------------------------	------------------	----------

Destroy Previous Editions

c286\_208.pdf

VEHICLE NR: [REDACTED]

YEAR:  
MAKE:  
MODEL:  
CLASS CODE:  
DEALER STOCK NR:

## EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-53429
A RADIO CONTROL HEAD	R-90696
A REPEATER	R-87059
A SCANNER	R-74573 w/REMOTE VOLUME
ANTENNA - UNDERCOVER	
ANTENNA SWITCHING BO	
BURGLAR ALARM	W/4 REMOTES
CABLE - MAIN RADIO	
FIRE EXTINGUISHER BR	
FIRST AID KIT	
FLASHLIGHT CHARGER	LRG & SMALL
HEADLINER MICHROPHON	
MAXI -FUSE HOLDER	
SHOTGUN TRUNK BRACKE	
SIREN	
SUCTION CUP RED LIGH	
TINTED WINDOWS	
UNDERCOVER LICENSE P	
WIG WAG FLASHER 1	

COPY OF SIGNED 57

Area: 023  
Date: 11/4/08

COMMENTS:  
OFFICE OF PROTECTIVE INTELLIGENCE  
6-27-05 PER E-MAIL (LT.) NOW ASSIGNED TO ODP-N.  
08-838

ASSIGNED TO LOCATION: 023

RECEIVED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

ODOMETER:

TRANSFERED FROM LOCATION:

DELIVERED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

----- End of Report -----

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**CREDIT MEMO - EQUIPMENT**  
CHP 266 (Rev. 10-07) OPI 076

☐ Return   ☐ Repair   ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Dignitary Protection Section, North	023	Sara Johnson	07/29/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Governor's Protection Detail, North	026		
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): Hand carried			

## MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

023-04

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

**Asset Information**

Asset # R86846

SN 412ACG2546

Model # ASTRO DIGITAL SPECTRA - UHF

Description RADIO, MOBILE, VEHICLE

Vendor Name MOTOROLA

Warranty End

Asset Key RADIO, MOBILE, VEHICLE.ASTRO DIGITAL SPECTRA - UHF.NONE

Location 074.00.00.0

Vehicle #

Assigned to Vehicle LC#

located 8/17/09 - 023